

Wednesday, December 4, 2002

**REPORTING OF THE RECORD TASK FORCE  
BUSINESS MEETING**

**Holiday Inn on the Bay  
1355 North Harbor Drive  
San Diego, CA 92101  
Phone: 800-877-8920**

**Wednesday, December 4, 2002  
1:00 p.m. to 5:30 p.m.**

**AGENDA  
THIS AGENDA IS SUBJECT TO CHANGE**

**(Items Not Completed on This Day Will Carry Over to the Next Day)**

<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	1:00 – 1:15 p.m.	<b>Opening Remarks</b>	❖ None	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	<b>Public Comment</b>	❖ None	Presiding Justice James A. Ardaiz
	1:45 – 1:55 p.m.	<b>Recap of Accomplishments and Observations from Previous Meeting</b>	❖ Discussion	Ms. Sharon Maher, Facilitator
<b>1</b>	1:55 – 2:05 p.m.	<b>Third Draft of Ground Rules</b>	❖ Discussion and Approval of Third Draft of Ground Rules	Ms. Sharon Maher
<b>2</b>	2:05 – 2:20 p.m.	<b>Draft Minutes</b>	❖ Discussion and Approval of Draft October Meeting Minutes	Presiding Justice James A. Ardaiz

Wednesday, December 4, 2002

Tab	Time	Item	Action Required	Presenter/Facilitator
	2:20 – 2:30 p.m.	<b>Website Correspondence to the Task Force</b> <a href="http://www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm">www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm</a>	❖ Discussion and Review of Any Correspondence	Presiding Justice James A. Ardaiz
3	2:30 – 2:45 p.m.	<b>Training of Judges and Court Reporters on Needs and Functions of the Court Reporting Profession</b>	❖ Report on the Development of Training	Ms. Maggie Cimino, Education Specialist, Center for Judicial Education and Research  Members of the Training Work Group
	2:45 – 3:00 p.m.	<b>Break</b>		
4	3:00 – 3:15 p.m.	<b>The Distinction Between Producers of the Record and Contributors to the Record</b>	❖ Task Force to Differentiate Between Persons That Produce the Record and Others That Contribute to Its Content	Ms. Sharon Maher
5	3:15 – 5:15 p.m.	<b>Attributes of the Ideal Transcript Format</b>	❖ Task Force Members to Review and Discuss the Draft Summary of the Key Transcript Attributes	Ms. Sharon Maher
	5:15 – 5:30 p.m.	<b>Other Business/Adjournment</b>	❖ None	Presiding Justice James A. Ardaiz

Thursday, December 5, 2002

**REPORTING OF THE RECORD TASK FORCE**

**BUSINESS MEETING**

**Holiday Inn on the Bay  
1355 North Harbor Drive  
San Diego, CA 92101  
Phone: 800-877-8920**

**Thursday, December 5, 2002**

**8:30 a.m. to 5:30 p.m.**

**AGENDA**

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**(Items Not Completed on this Day Will Carry Over to the Next Day)**

<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	8:30 – 8:45 a.m.	<b>Recap of the Previous Day's Discussion</b>	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	<b>Public Comment</b>	❖ None	Presiding Justice James A. Ardaiz
<b>1</b>	9:15 – 10:00 a.m.	<b>Appellate Attorney Perspectives on Transcript Uniformity</b>	❖ Listen to Presentation and Clarify Any Questions	Mr. John A. Taylor, Jr., Partner, Horvitz & Levy

**Thursday, December 5, 2002**

Tab	Time	Item	Action Required	Presenter/Facilitator
2 A-F	10:00 – 12:00 p.m.	<b>Differentiation of the Transcript Format</b> <ul style="list-style-type: none"> <li>• Flip Chart Notes from Previous Meeting Regarding Transcript Uniformity (<b>Tab 2-A</b>)</li> <li>• List of Physical Transcript Format Specifics (<b>Tab 2-B</b>)</li> <li>• Format by the Superior Court of Riverside County (<b>Tab 2-C</b>)</li> <li>• Format by the Superior Court of Los Angeles County (<b>Tab 2-D</b>)</li> <li>• Format by the Superior Court of Orange County (<b>Tab 2-E</b>)</li> <li>• Transcript Excerpt with Varying Fonts, Font Sizes, etc. (<b>Tab 2-F</b>)</li> </ul> <b>Break</b>	❖ Task Force Members to Review and Discuss Variations of the Transcript Format	Ms. Sharon Maher
	12:00 – 12:45 p.m.	<b>Catered Lunch</b>		
	12:45 – 5:30 p.m.	<b>Differentiation of the Transcript Format (Continued)</b>  <b>Break</b>	❖ Task Force Members to Review and Discuss Variations of the Transcript Format	Ms. Sharon Maher
	5:30 p.m.	<b>Adjournment</b>	❖ None	Presiding Justice James A. Ardaiz

Friday, December 6, 2002

**REPORTING OF THE RECORD TASK FORCE**

**BUSINESS MEETING**

**Holiday Inn on the Bay  
1355 North Harbor Drive  
San Diego, CA 92101  
Phone: 800-877-8920**

**Friday, December 6, 2002**

**8:30 a.m. to 12:30 p.m.**

**AGENDA**

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<b>Tab</b>	<b>Time</b>	<b>Item</b>	<b>Action Required</b>	<b>Presenter/Facilitator</b>
	8:30 – 8:45 a.m.	<b>Recap of the Previous Day's Discussion</b>	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	<b>Public Comment</b>	❖ None	Presiding Justice James A. Ardaiz
<b>1</b>	9:15 – 12:00 a.m.	<b>Materials and Tools Necessary to the Production of the Record</b>  <b>Break</b>	❖ Task Force Members to Discuss the Materials and Tools Needed to Produce the Record	Ms. Sharon Maher, Facilitator
	12:00 – 12:30 p.m.	<b>Accomplishments of the Task Force to Date and Future Course of Action</b>	❖ Discussion	Presiding Justice James A. Ardaiz
	12:30 p.m.	<b>Adjournment</b>	❖ None	Presiding Justice James A. Ardaiz